



Before submitting your resume to a potential employer, review the following points:

- Have you included your contact information and made sure it is accurate?
- Is the overall look interesting and appealing?
- Is there enough white space, text is not too compressed?
- Is your formatting consistent? (ex: Same font throughout, if one heading is bold they all should be, etc..)
- Are verb tenses consistent?
- Are all sections of your resume clearly labelled?
- Is the information easy to locate?
- Are your Education and Experience in reverse chronological order (most recent first)?
- Are there any spelling or grammar mistakes?
- Do you highlight work-specific skills, focusing on the ones that relate to the position you're applying for?
- Does your resume include accomplishments?
- Does your resume highlight any honours or awards you've been given?
- Is the information as succinct as possible? Resume is not longer than 2 pages?
- Does your resume honestly describe your experience and skills?
- Has your resume been reviewed by someone else?

**Resources:**

Here are websites that include resume samples and resources for resume assistance.

<https://www.jobbank.gc.ca> (look under the Resume Builder Tab)

<https://www.nbjobs.ca> (look under the Finding a Job Tab)

These interview tips have been brought to you by the Work Room Career Resource Centres. For more information on how they can help you with your job search visit;

[careerthatwork.ca](https://www.careerthatwork.ca)